MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. January 26, 2026
City Hall – Council Chambers

The City Council for Polk City, Iowa held a meeting in the City Hall Council Chambers at 6:00 p.m., January 26, 2026
The agenda was posted at the City Hall office as required by law.
These tentative minutes reflect all action taken at the meeting.

1. ***Call to Order*** | *Mayor Karsjen called the meeting to order at 6:00 p.m.*

2. ***Roll Call*** | Sarchet, Savage, Dvorak, Hill, Otis | In attendance

3. ***MOTION:*** A motion was made by Savage and seconded by Dvorak to approve the agenda and remove Business Item 7h Resolution to approve E. Northside Drive Intersection Improvements Project Contract Amendment
   MOTION CARRIED UNANIMOUSLY

4. ***Swear In Ceremony*** **|** Chief Siepker swore in Officer Van Voorst

5. ***Public Comments*** | None

6. ***Consent Items***
   a. City Council Minutes for January 12, 2026
   b. City Council Work Session Meeting Minutes for January 12, 2026
   c. Claims listing January 26, 2026
   d. Receive and file P&Z Commission Meeting Minutes for December 15, 2025
   e. Receive and file P&Z Commission Meeting Minutes for January 19, 2026
   f. Receive and file December 2025 Building Report
   g. Receive and file December 2025 Library Report
   h. Receive and file January 2026 Library Board Meeting Minutes
   i. Receive and file 2025 Annual Parks & Recreation Impact Report
   j. Receive and file FY2025 City of Polk City Audit Report
   k. Receive and file FY2024 Corrected City of Polk City Audit Report
   l. Update Public Works Director job description
   m. Approve 2026 Goal Setting Report for the City of Polk City
   n. Approve purchase of New Police Camera Server
   o. Resolution setting public hearing on rezoning Four Seasons Polk City from R-1 to C-1 (Restricted)
   p. Resolution setting public hearing on amendment to Four Seasons Polk City Comprehensive Plan
   q. Approve Twelve-month Class C Liquor License for Polk City Sports, LLC doing business as Polk City Pub located at 217 W. Broadway Street with Outdoor Services effective 2/15/2026
   r. Approve Madhav Niraula dba Polk City Liquor Class E Retail Alcohol License renewal effective 2/1/2026
   s. Approve Six-month Tobacco permit for Mega Saver effective January 20, 2026

   MOTION: A motion was made by Otis and seconded by Savage to approve the consent agenda items
   MOTION CARRIED UNANIMOUSLY

7. ***Business Items***
   a. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve Second Reading of Ordinance 2026-100 adding Chapter 124 Massage Therapy Business Licensing
      YES: Dvorak, Hill, Sarchet, Savage
      NO: Otis

   b. ***MOTION:*** A motion was made by Otis and seconded by Savage to approve Resolution approving Professional Services Agreement addendum with Snyder & Associates for the Polk City High Trestle Trail to Neal Smith Trail Connector Project-Phase 1
      MOTION CARRIED UNANIMOUSLY

c. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve Resolution approving Professional Services Agreement with Snyder & Associates for Supplemental Construction Observation
MOTION CARRIED UNANIMOUSLY

d. United States Army Corp of Engineers Easement and Lease Agreement addendums
   i. ***MOTION:*** A motion was made by Savage and seconded by Dvorak to approve Resolution approving Supplemental Agreement No. 1 to Contract DACW25-2-22-4072
   MOTION CARRIED UNANIMOUSLY

   ii. ***MOTION:*** A motion was made by Hill and seconded by Sarchet to approve Resolution approving Supplemental Agreement No. 2 to Contract DACW25-1-22-4099
   MOTION CARRIED UNANIMOUSLY

e. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve removing the maximum dollar amount of financial assistance and to add policy stipulations requiring the use of a pre-approved contractor for P&A 2026-2 for Sump Pump Collector Funding Assistance Program
MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Sarchet and seconded by Hill to approve Resolution approving P&A 2026-2 for Sump Pump Collector Funding Assistance Program
MOTION CARRIED UNANIMOUSLY

f. ***MOTION:*** A motion was made by Hill and seconded by Dvorak to approve the addendum of providing 100% of financial assistance up to $500 and 50% thereafter to P&A 2026-3 and approving Resolution approving P&A 2026-3 for Sidewalk Repair Program Funding Assistance Program
MOTION CARRIED UNANIMOUSLY

g. ***MOTION:*** A motion was made by Sarchet and seconded by Otis to approve Resolution approving Old City Hall Demolition Site Plan
MOTION CARRIED UNANIMOUSLY

h. ~~Resolution to approve E. Northside Drive Intersection Improvements Project Contract Amendment~~

8. ***Mayor Karsjen proclaimed January 26, 2026 as SSG William Howard and SSG Edgar Brian Torres-Tovar Day***

9. *Reports and Particulars*

a. Public Works Director Schulte reported that demolition preparations for the Old City Hall northern annex were complete. Utilities had been relocated, dumpsters and equipment were on-site, and demolition work was expected to begin immediately. The exposed exterior wall will be temporarily protected until renovation crews complete siding and restoration work consistent with the building's historic designation.
b. Council Member Otis highlighted that the ice skating rink is open and receiving active community use.
c. Council Member Dvorak expressed appreciation and continued reflection on the Mayor's proclamation honoring Sergeant William Nate Howard and Sergeant Edgar Brian Torres-Tovar, noting the importance of remembering their sacrifice.
d. Mayor called acknowledged recent appointments to volunteer boards and commissions, emphasizing gratitude for community members who serve on bodies such as the Board of Adjustment, Planning & Zoning Commission, and the Parks Commission.

10. *Adjournment*

***MOTION*:** A motion was made by Otis and seconded by Dvorak to adjourn at 6:56 pm
MOTION CARRIED UNANIMOUSLY
Next Meeting Date –February 9, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk